Subject: **Portability Guidance**

Dear Executive Director:

On October 11, 2017 HUD released interim guidance for PHAs receiving requests from participants porting from Presidentially declared Major Disaster Declaration areas. This guidance provides more details for receiving PHAs on how to process ports when the initial PHA is not able to complete all portability responsibilities. *This temporary process will be in effect until January 31, 2018, unless extended by HUD*. The **PHA Portability Status List** includes all PHAs in Puerto Rico and the U.S. Virgin Islands, indicating whether receiving PHAs should use these alterative procedures when assisting a portability participant. When HUD confirms that an initial PHA is able to resume all portability responsibilities, HUD will update the PHA's status on the list. HUD will update this list by 5:00PM EST every Thursday.

The following modified portability process applies to receiving PHAs that are contacted directly by a family who:

1. is from an area covered by Presidentially declared Major Disaster Declarations (MDD); and
2. wishes to exercise portability but their initial PHA is not able to complete all portability responsibilities.

Do not let PHA communication disruptions or portability billing concerns get in the way of assisting displaced HCV families from the Presidentially declared disaster areas impacted by these hurricanes. HUD will make sure that receiving PHAs are paid for legitimate portability moves from the impacted areas, however, HUD encourages receiving PHAs with available funds to absorb.

Modified Portability Process
Eligibility Determination
1. The R-PHA (receiving PHA) collects the names and SSNs of the family members wishing to port.
   - The R-PHA determines if these alternative portability procedures apply for the initial PHA by checking the PHA Portability Status List. This list will be updated every Thursday by 5:00 PM EST.
   - The R-PHA initially verifies the family was receiving voucher assistance from the initial PHA on the date of the disaster through the Enterprise Income Verification (EIV) System existing tenant search.
     - If EIV confirms that the family receives HCV assistance at a PHA that is following alternative portability procedures, the R-PHA requests the family's most recent HUD-50058 by sending an encrypted email to DisasterPortability@hud.gov with the following information: HOH name, last 4 digits of HOH's SSN, former unit address, and initial PHA code.
     - If EIV does not confirm the family receives HCV assistance, the R-PHA asks the family to confirm when they received assistance and if they were issued a voucher as well as if they have any other documentation to assist in making an eligibility

determination. The R-PHA emails DisasterPortability@hud.gov to troubleshoot why the family is not appearing in EIV.

2. HUD will send an encrypted email with the password-protected PDF of the family's most recent HUD-50058 to the R-PHA. HUD will send the PDF password in a separate email. All communications that include personally identifiable information (PII) must comply with PIH Notice 2015-06.
3. The R-PHA determines the family's eligibility for disaster portability.
4. Per PIH Notice 2016-09, the R-PHA may rescreen portability tenants using its own eligibility criteria; however, the rescreening must not delay the issuance of the voucher.
5. If the family composition is different from the family composition on the HUD-50058, the R-PHA will email DisasterPortability@hud.gov for assistance on how to proceed
6. HUD encourages PHAs to assist families in registering for FEMA assistance if they have not done so already (more information at https://www.disasterassistance.gov/).
7. If the R-PHA determines that the family is ineligible, the R-PHA notifies the family. If the family appeals, PHA should follow its standard procedures for informal hearings and reviews.

Voucher Issuance
1. If the R-PHA requires families to appear in person for a voucher briefing, HUD encourages R-PHAs to utilize any exceptions their policies allow, or to provide accommodations such as an abbreviated phone briefing where possible. Portability briefings are not a HUD requirement.
2. The R-PHA may pull household member information (full name, date of birth, sex, citizenship, disability, race, ethnicity, SSN, and alien registration number) from the HUD-50058 without reverifying.
   The R-PHA must re-verify non-fixed income sources, such as wages, to reflect the family's post-storm income. In many cases, the family may no longer receive the same pre-storm earned income. If income verification by an employer in an MDD area is delayed, the R-PHA should accept a self-certification (Level 1 verification) of income and complete an interim update when third party verification is available.
3. The R-PHA uses their own policies to determine the bedroom size of the voucher and the length of search time. The R-PHA's policies for voucher extension also apply. The R-PHA may extend the voucher without informing the initial PHA.
4. Upon voucher issuance, the R-PHA must submit a transaction code 10 HUD-50058 to PIC.

Voucher Expiration
1. HUD encourages R-PHAs to follow their policy on voucher extension to provide the maximum amount of search time allowable under local policies.
2. R-PHA submits a transaction code 11 Voucher Expiration to PIC when the voucher has expired.
3. If the family does not find a unit before the voucher expires, the R-PHA may try to contact the initial PHA which may have resumed their portability responsibilities or the family may try to port to another PHA.

Leasing
1. When the family finds a unit, the R-PHA processes a transaction code 4 Port-In or 1 New Admission in PIC. **This submission should occur as soon as possible to alert HUD of the updated HAP amount and billing information.** Under the billing option, **R-PHAs will not be paid for ports until HUD receives the Port-In HUD-50058 transaction.** PIC will automatically generate a transaction code 5 Port-Out within 30 days for the Initial PHA as long as the HOH has not changed. The HUD-50058

must have the following fields completed accurately to reflect the port-in and initial PHA information:

- 12b. Is the family now moving to this unit? (Y or N) = Y
- 12d. Did the family move into your PHA jurisdiction under portability (Y or N) = Y
- 12e. Cost billed per month (put 0 if absorbed) = enter correct amount of billed HAP and admin fee
- 12f. PHA code billed = enter the full PHA code for the Initial PHA (2-letter state code and 3-digit identification number) if the R-PHA is billing the Initial PHA

2. R-PHA completes Part II of the HUD-52665. R-PHA checks the PHA Portability Status List to determine initial PHA's updated status. If the PHA is completing all portability responsibilities, the R-PHA contacts the PHA as they normally would in the portability process. If the PHA is still following alternative procedures, the R-PHA keeps the HUD-52665 to send to the initial PHA upon request when the initial PHA resumes all portability responsibilities.

3. If the R-PHA has any issues with processing the transaction in PIC, the R-PHA contacts their local PIC Coach.

On-going Billing

1. If the R-PHA opts to bill, HUD will handle all ongoing billing/payment activities until the initial PHA resumes all portability responsibilities.

2. When a transaction code 4 Port-In or 1 New Admission is submitted to PIC, HUD will automatically schedule a payment to the R-PHA for the billed vouchers. Billing payments from HUD will include payments for families that ported to the mainland before the disaster from initial PHAs that are not currently able to complete all portability responsibilities.

3. HUD will pay the total HAP amount (line 12s on the HUD-50058) to the R-PHA.

4. It is anticipated all port-out payments will go out on a separate day during the first week of the month for easy tracking and reconciliation.

Should you have any question, please do not hesitate to contact the Disaster Portability Team at DisasterPortability@hud.gov.